

REGISTRATION FORM
Department of Human Resource Management
Office of Equal Employment Services

Course Title: EEO Compliance Web-Based Applications Training

(Please complete the registration form and use one of the options below to register.)

Name: _____

Agency: _____

Agency Code: _____

Address: _____

City: _____

State: **VA** Zip Code: _____

Phone: (____) _____

Fax: (____) _____

Email Address: _____

Job Title: _____

Pay Band: _____

Check all that apply: Manager: ☐

Supervisor: ☐

Other: ☐

Date(s) Available to Attend Training (*Check only one*)

☐ Wednesday, June 21, 2006 **only** ☐ Thursday, June 22, 2006 **only** ☐ Both dates

Due to limited space, if you are available to attend the training on either date, please check the appropriate box. Thursday class will be held only if there are too many participants for the Wednesday class.

PROCEDURES

Registration: A registration form must be received no later than **June 13, 2006**. You may register using one of the following methods.

- **Email** Registration to tcoles@nvcc.edu;
- **Fax** Registration to Mr. Therman Coles at **(703) 323-3446**; or
- **Mail** Registration to **Mr. Therman Coles**

Office of Legal Affairs
Northern Virginia Community College
4001 Wakefield Chapel Road
Annandale, Virginia 22003-3796

Confirmation: For your convenience, you will receive a registration confirmation via email within four (4) business days. To check on a confirmation status, please contact Mr. Therman Coles at 703-323-3266 or email at tcoles@nvcc.edu.

Cancellation: All cancellations should be reported to Mr. Coles at least five (5) business days prior to the date of the training.

☐ Please check if you need information relative to training location accessibility.